

Spec. Code: 1188
Occ. Area: 01
Work Area: 660
Prom Line: 8, 64
Prob. Period: 6 mo.
Effective Date: 07/29/88

DRAFTSMAN

Function of Job

Employees in this class perform freehand, mechanical, architectural, or engineering drawing, lettering, and drafting tasks requiring a knowledge of drafting. They work under direct supervision from a designated supervisor.

Characteristic Duties and Responsibilities

1. inks in lines and letters on pencil drawings
2. prepares tracings by laying tracing paper or cloth on drawing and tracing drawing in ink
3. letters drawings, layouts, charts, graphs, and other materials by use of freehand and drafting techniques or by use of mechanical lettering aids
4. as instructed, assists in the preparation of complete drawings and layouts by lettering and drafting details of standard components and repetitive details
5. posts to maps, sketches, and diagrams alterations in electrical, steam, water, and other distribution systems
6. checks simple or less complex shop drawings for conformance to specifications or for accuracy and completeness
7. takes measurements and prepares sketches of building floor plans to obtain information for planned remodeling
8. performs other related work as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation (or equivalent) that included or was supplemented with one year of training in drafting

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to perform technical drafting work
2. ability to do freehand and mechanical lettering